

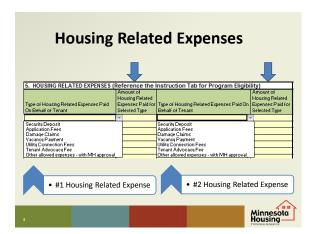
Reporting Housing Related Expenses, Excess Utilities, and Adjustments



This training will cover the following:

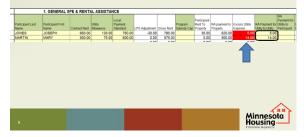
- Housing Related Expense Reasons
- How to report Housing Related Expenses for reimbursement
- · How to enter excess utility expenses on log
- How to report Adjustments and use the Adjustment Tab on the Draw Request Form





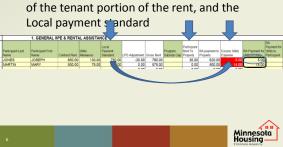
Reporting Excess Utilities

• Excess Utilities over and above 30% of tenant income are highlighted in red.

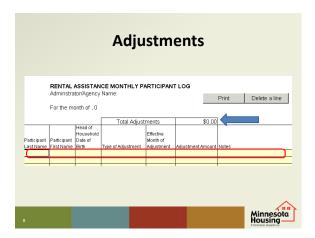


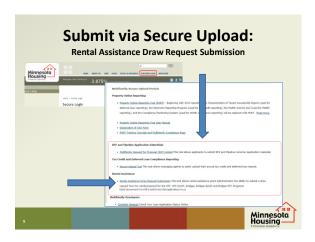
Reporting Excess Utilities

• Example I: Utility allowance exceeds both 30% of the tenant portion of the rent, and the



Reporting Excess Utilities • Example II: **OSERAL DPE & RENTAL ASSISTANCE*** **Principal Lab Principal Principal Rental Principal Rental Principal Rental Principal Rental Principal Rental Principal Rental Rent





Our Mission:	
Our Wilssion.	
Minnesota Housing finances affordable	
housing for low- and moderate-income households while fostering strong	
communities.	
Minnesota Housing	
Transc Asercy	
For More Information	
All Rental Assistance Draw Request submittals	
are due on the 15 th of each month.	
Must be submitted using the LeapFILE Upload Software in	
the Partner Log-in. (Draw Requests submitted via e-mail will be rejected.)	
Please direct all questions or concerns to the	
Rental Assistance Team at:	
mhfa.rental-assistance@state.mn.us	
Thank you for viewing this training module.	
Minnesota Housing	